



1401

## MEMORANDUM

From: RADM K. T. VENUTO  
COMDT (G-W)

To: RADM R. D. SIROIS, USCG

Subj: PRECEPT CONVENING A SELECTION BOARD TO RECOMMEND OFFICERS OF  
THE COAST GUARD RESERVE SERVING ON ACTIVE DUTY AS RESERVE  
PROGRAM ADMINISTRATORS FOR PROMOTIONS TO THE NEXT HIGHER  
GRADE

Ref: (a) Personnel Manual, COMDTINST M1000.6A

1. Pursuant to the authority provided by reference (a), a Selection Board is appointed consisting of yourself as President and the following members:

CAPT Michael R. Price, USCGR - Member  
CAPT Maury A. Weeks, USCGR - Member  
CAPT Adolfo D. Ramirez, USCG - Member  
CAPT Sharon K. Richey, USCGR - Member

ENS Danielle M. Renoud, USCGR - Non-voting Recorder

2. The Board shall convene at 0800, 8 October 2003, in suite 501, Coast Guard Personnel Command, or as soon thereafter as practicable, for the purpose of considering all eligible officers in the Coast Guard Reserve serving on active duty as Reserve Program Administrators (RPA's) for consideration for promotion to the next higher grade. Members of the Board shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Coast Guard, perform the duties imposed upon them.

3. An RPA promotion zone to the grade of captain is established consisting of 2 officers, namely: CDR Neil E. Hurley, USCGR and CDR Larry L. Jones, USCGR. The board may recommend 1 best qualified officer for promotion to the grade of captain.

4. An RPA promotion zone to the grade of commander is established consisting of 2 officers, namely: LCDR Kent P. Bauer, USCGR and LCDR Andrew G. Liske, USCGR. If found fully qualified, both officers may be recommended for promotion to the grade of commander.

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5. An RPA promotion zone to the grade of lieutenant commander is established consisting of 6 officers, namely: LT Allen V. Balough, USCGR; LT Necia L. Chambliss, USCGR; LT Thomas M. Farrell, USCGR; LT Philip R. Prather, USCGR; LT Daryl P. Schaffer, USCGR; and LT Andrew R. Sheffield, USCGR. The Board may recommend 5 of the 6 best qualified officers for promotion to the grade of lieutenant commander.
6. An RPA promotion zone to the grade of lieutenant is established consisting of 2 officers, namely: LTJG Mark E. Fisher, USCGR and LTJG Richard A. Howell, USCGR. If found fully qualified, both officers may be recommended for promotion to the grade of lieutenant.
7. If the Board does not recommend for promotion the maximum number of officers authorized for selection in any particular zone, all officers not recommended for promotion in that zone must be found not fully qualified for promotion and the reasons for such a finding must be set forth in detail for each officer.
8. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Command, is authorized to delete the name of any officer whose name is removed from the Reserve Program Administrator Active Duty Promotion List for any reason. In the event any officer in the promotion zone established herein is removed prior to the date the Board submits its report, the Commander, Coast Guard Personnel Command will provide additional instructions. Any communications to the Board by any officer under consideration will be transmitted under separate cover.
9. The Board shall refer to the provisions of Sections 5.A and 14.A of reference (a) and the Commandant's Guidance to PY04 Officer Selection Boards, enclosure (1), in your development of criteria for determining the officers recommended for selection. Section 14.A.3 of reference (a) provides four factors to consider in developing your criteria: performance, professionalism, leadership, and education.
10. You should emphasize to the members of the Board the importance of their obligation to confine themselves to facts of record and not predicate judgments on rumor or hearsay. At the end of your deliberations, all members must be able to say that the officers recommended for promotion are, in the opinion of at least a majority of the members of the Board, fully qualified or the best qualified, as applicable, to carry out the duties and responsibilities of the grade for which they are selected.

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11. The Board shall submit a report in writing signed by all members of the Board. Except for the report of this Board, the proceedings of the Board shall not be disclosed to any person not a member of the Board. You will direct the members of the Board that their recommendations shall be kept confidential until the Secretary approves the report on behalf of the President, and the names of officers selected for promotion are released to the Service at large.

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Encl: (1) Commandant's Guidance to PY04 Officer Selection Boards